



## Diploma for Ship and Port Agents (Ship Agent Course) Professional Development Certification

### Introduction

Ship and Port Agents training will provide the participants with the knowledge and skills required to provide a vital role within the overall supply chain and operate in a highly competitive market place for their services.

The increasing complexity of the sector requires well-trained and highly educated people to enter the profession. Rapid change in the supply chain requires exciting agents to engage in CPD and ensure they stay on top of their profession. The course includes a thorough examination of the modern agent's role, the different services required and provided, core commercial skills, legal issues for Agents, and the latest contemporary issues in the sector.

Today's successful ship and port agents have to:

- Respond to customer and supply chain processes which have become vastly more agile and globally spread
- Delivered a wider, varied and complex set of services, in a more competitive market
- Posses vast knowledge and be ready to respond and “roll up their sleeves” to get tasks completed
- Understand the needs of owners, shipbrokers, charterers, cargo owners and cargo receivers
- Dorm close client partnerships based on expertise and proven professionalism
- Progress from traditional port Agents who merely provide local knowledge and physical presence in a port

Good agents now need to provide a complete package of support and assistance with supply chain services to ensure a smooth connection of vessel and cargo from prior to arrival until after departure- with solutions for customers that combines the right people, the right services and at the right cost.

On completion of all modules been studied, and up on passing all assessments, you will be issued a certificate referencing the qualification gained with recognition from the awarding academic body.

### Objectives

This professional development Diploma course will ensure that you have a comprehensive and detailed knowledge of the essential areas that any ship or port agent needs to be effective in their role.

### Outline

- *Ships and the Maritime Environment*
- *The work of the Ship and Port Agent*
  
- *Commercial Relationships*
- *Ship Documentation*
- *Cargo Documentation*
- *What Agents Need to Know about Chartering*
- *Port Agency Operations*
- *Legal Aspects of Ships and Port Agency and Insurance*

- *Finance, Accounting, Credit Management*
- *Contemporary Issues*
- *Case Study: Current Issues in Ship and Port Agency*

### Course Outcomes

At the end the course participants will be able to:

- **Understand** the role, duties and obligations of the agents as a representative of a ship and / or cargo owner.
- **Describe** different ship types, layouts, terminology and associated vessel and cargo documentation
- **Understand** the commercial and business relationships between agents and stakeholders
- **Explain** the operational and financial work of the cargo owner and port authority
- **Describe** the documentation related to a vessel call
- **Explain** financial accounting responsibilities of the agent
- **Analyze** challenges affecting ship and port agents

### Training Facilities

Classroom lessons, practical's (packed with examples and illustrations.

### Certificates

On successful completion of the course:

1. A certificate of completion will be issued to candidates, certifying that the holder has successfully completed the first phase of the course and met the assessment criteria.
2. To be awarded a Diploma in Ship and Port Agents Training, participants must submit all assigned projects and receive a pass mark above 70%, within a period of no more than one year.

### Miscellaneous

Candidates attending this training must be prepared to put in extra hours of work to obtain a pass mark above 70%.

### Training Details and Costs

**Duration:** 2 months  
**Time:** 08.00am to 04.00pm  
**Tuition Fees:** TBA  
**Venue:** PMTC, Konedobu  
**Min number of persons:** 10 persons

For further information please contact:

Hayley Kana - Registrar

Phone: +675 72320725 / 76218379

Email: [pmtcregistrarhk@gmail.com](mailto:pmtcregistrarhk@gmail.com)